

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Granting of Signing Authority
I, [Your Name], holding the position of [Your Title] at [Your Company/Organization Name], hereby grant signing authority to [Authorized Person's Name], [Authorized Person's Title], to execute documents on behalf of [Your Company/Organization Name] pertaining to [specific purpose or project].
This authorization is effective from [start date] and will remain in effect until [end date or "revoked in writing"].
Please feel free to contact me should you need any additional information or clarification regarding this matter.
Sincerely,
[Your Signature]
[Your Printed Name]
[Your Title]